

CITY OF CHULA VISTA
Communications Internship
Stipend - \$250 / mo.

THE POSITION

The City of Chula Vista Planning and Building is currently accepting volunteer applications for the position of **Communications Intern**. This position is an ideal opportunity for an individual interested in public relations. The selected individual will interface with the City's Office of Communications in order to provide information to the public about Planning and Building related issues and topics.

DUTIES

The intern will meet with the department management team on a regular basis and work closely with the Office of Communications staff to publicize major projects, events and newsworthy stories. Responsibilities would include the preparation of materials for public information, such as newsletters, articles, flyers, handouts, information for the City's website and display materials.

WORK HOURS

Intern may set own hours within 8:00 A.M. – 5:00 P.M. time frame. The intern should be available usually 8 - 16 hours per week or as required by the college's internship program.

DESIRABLE QUALIFICATIONS

Intern must be currently enrolled in or have recently completed a degree or certificate program in a related field of Communications, Public Relations, Public Administration, Journalism, English or related field. Previous work experience is not required.

The intern must have computer skills. Ability to write clearly and concisely is essential. Ability to speak well and present ideas clearly and effectively; ability to follow oral and written instructions; ability to maintain effective working relationships with others; and the ability to coordinate multiple activities will be required.

ESSENTIAL DUTIES: Must possess the ability to sit, stand and move around. Sufficient vision to read typical business documents and sufficient vocal auditory ability to interact with others.

HOW TO APPLY. The chosen applicant will need to complete the City's Volunteer Application prior to commencing work. Please send a resume and a writing sample by e-mail or mail to:

Bob McSeveney
Planning and Building Department
City of Chula Vista
276 Fourth Avenue
Chula Vista, CA 91910

E-mail resume and writing sample to: dvargas@ci.chula-vista.ca.us

Questions regarding this internship may be sent by e-mail to: bmcseveney@ci.chula-vista.ca.us

<http://www.chulavistaca.gov>